



LWIB MINUTES

May 1, 2014

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Navajo and Apache Counties Workforce Investment Board Pursuant to ARS 38-431.02, notice is hereby given to members of the Navajo and Apache Counties Workforce Partnership (WIA) and to the General Public that the Board will hold a meeting open to the public on Thursday, May 1st, 2014, from 9:00 A.M. to 11:00 A.M. at the Trail Riders Restaurant, located at 579 N. Main Street, Eagar, AZ.

Pursuant to the Americans with Disabilities Act (ADA) the Navajo and Apache Counties Workforce Partnership (WIA) Board endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need an accommodation for a meeting, please contact the Administrative Office at (928) 524-4167 at least 48 hours prior to the meeting so that an accommodation can be arranged.

Begin: 9:10 a.m.

Amendment to Consent Agenda –

Motion to approve consent agenda: John Sorensen

Second: Peggy Belknap

Discussion: None

Approve Yes

Abstain None

Oppose None

01) WELCOME - Don Berry

- **Pledge**

02) ROLL CALL & INTRODUCTIONS - Susan Tegmeyer

- **Attending:** Sylvia Allen, Lisa Aragon, Peggy Belknap, Don Berry, Becki Christensen, Elizabeth Flake, Alphonso James, Steve North, John Sorensen,
- **Teleconference:** Charlene Chacon
A quorum was present for this board meeting
- **Guests:** Glenn Joy, Paul Franckowiak, Kelly Crawford, Ricky Jackson, James Menlove

03) CALL TO THE PUBLIC - Don Berry

Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the Call to the Public, Board members may not respond to any comments but may ask staff to review a matter or ask that a matter be placed on a future agenda.

- Kelly Crawford – State Education - Commended Ricky Jackson for program at NPC
- Paul Franckowiak – Title II Program - Would like to attend future board meetings.
- Ricky Jackson – Education – NPC TLC program

04) CONSENT AGENDA - Don Berry

These items are considered to be routine or administrative in nature and will be approved in a single motion. A Board member may request for any item to be removed from the consent agenda and considered on the regular agenda:

- **Approval of February 3, 2014 Minutes**

- **Approval of LWIB Board Member**
Lynn Johnson
Gary Moore – Amendment to agenda
- **Approval of Youth Council Board Members**
Robert Pico
John Spadaccini

Motion to approve consent agenda: Peggy Belknap made motion to approve all items under consent agenda

Second: John Sorensen

Discussion: None

Approve Yes

Abstain None

Oppose None

05) 5-YEAR PLAN APPROVAL – Susan Tegmeyer

- **MOU's**
- Peggy asked that Board be told of all parties involved in plan development. Susan reported on process. Mary Ann Lawrence – Outside contractor. Peggy/NPC, Liz Flake, James Menlove, Teri Walker, Hunter Moore, Andrea Harings, Carla Fails, Susan Tegmeyer, DES Partners Sylvia Hurtado & Charlene Chacon.
- Appoint Quality Assurance committee to be formed in future
- Once approved MOU's will be sent out to representing partners for approval and signature.
- Board to approve unlimited funds for adult participants as part of our five-year plan.
- John Sorensen asked – Difference between adult and youth – Susan explained
- Holly Nelson stated – Participant must qualify for priority of service

Motion to approve 5-year plan and MOU's as written: Peggy Belknap made a motion to move to approve 5 year plan as written, worked on so hard by staff

Second: Elizabeth Flake

Discussion: None

Approve Yes

Abstain None

Oppose None

Don Berry – Recertification of board members

- Will need presented to the BOS - We will be contacting all LWIB Board members for updates. 3 year term from anniversary date.

06) EXECUTIVE DIRECTOR REPORT

- **Rebranding of WIA**
 - ◆ Changing name of Case Managers to “Career Coaches”. Calling our program Career Training & Services Center, or something similar
 - ◆ Increasing training/supportive services caps, agenda item below. \$6,000 for Training Dollars, \$1,500 for Supportive Services with Exec Director having ability to approve additional funds as necessary.
 - ◆ Don asked for explanation of supportive services - Books, fuel to training, clothing, supplies, welding supplies, emergency utilities with prior approval, licenses and fees for training/testing
 - ◆ James Menlove – thinks the new limits are appropriate, need more than just Exec Director to do approval for extra limits – Possibly Exec Board.

- ◆ Elizabeth Flake asked about payment of GED and childcare – we do pay for GED, childcare paid on a case-by-case basis until other arrangements can be made. Peggy stated NPC does have a childcare scholarship.
 - ◆ OJT Training – need policies and procedures before beginning OJT's.
 - ◆ Apprenticeship program – Willie Higgins presentation was well received at WMBORT
 - ◆ Youth program is not in compliance – should be a continuous yearly program. We are in the process of organizing.
 - ◆ By Laws – Draft of bylaws were sent for board members to review - vote on in July.
 - ◆ Hired outside consultant – Outside audit was performed of all offices, issues being addressed. Don Berry asked about MaryAnn Lawrence doing classes for the board – addressing later in agenda. Training modules for staff and youth program were obtained. Staff working through two a month.
 - ◆ Introduced Jennifer Smale, new Youth Coordinator / Case Manager.
 - ◆ Looking for one more Case Manager – one Case Manager resigned.
 - ◆ Staff to attend NAWDP in Denver starting Sunday.
 - ◆ Fiscal audit held in March – no issues
 - ◆ EO audit held in April – minor issues being addressed
 - ◆ Program monitor in June – 5 days.
 - ◆ Secret Shopper Workforce Professional - Charlene Chacon new supervisor in Show Low meeting with Susan Tegmeyer to get functional alignment of all our centers. Future staff meeting with all office partners.
 - ◆ Purchased kiosks with info for careers/training placed in all offices.
 - ◆ WMBORT presentation to 125 business owners-much interest was generated and many business cards were collected.
 - ◆ Two job fairs last week well attended
 - ◆ Susan thanked the staff for all their hard work and sent around a read file with testimonials received complementing the case managers on their efforts.
 - ◆ James Menlove – Clarify identifying needs within the two counties for fund expenditure.
- Peggy Belknap & Ricky Jackson talked about the Garden Orchard Project / Certifications upon completion.
 - Don asked what happens upon completion if they don't want to continue college – Participant will have obtained NCCER, OSHA, and workforce development certification. Sylvia Allen asked about counseling after course to further them through – Peggy Belknap stated this will happen, working on pathway to completion. John Sorensen asked about workability certificate – need employers to work with this as well. Peggy Belknap talked about the certificate which is within the Energy Grant received by NPC. Jeremy Raisor- NPC Career Coordinator would have employability list. NPC / WIA working hand-in-hand. Elizabeth Flake asked where we are looking for students for the program – Case Managers are working throughout their areas. \$12,500 per student
 - Susan will get new NPC project out to board.

07) INCREASE TRAINING DOLLAR AMOUNTS

Motion to approve increase as proposed at discretion of Executive Director & Executive Board on case-by-case Board:

Discussion: Sylvia Allen - Clarify please, is motion for training costs directly - Yes

Motion: Sylvia Allen

Second: John Sorensen

Discussion: None

Second: John Sorensen

08) INCREASE SUPPORTIVE SERVICE DOLLAR AMOUNTS

Motion to approve increase as proposed at discretion of Exec Director & Executive

Board: Peggy Belknap

Second: Sylvia Allen

Discussion: None

Approve Yes

Abstain None

Oppose None

09) OLD BUSINESS**10) NEW BUSINESS**

- Sylvia Allen - Retreat in July – this is included in item #12 below.
- John Sorensen – Job coming up in Eagar – 50 electrician/electrical helpers. Six month job installing solar panels, contact John Sorensen. Begin as early as two weeks. Unit online by end of December. Working 4-10's, maybe 5 or 6-10's. NPC asked if it was registered at the college. Susan Tegmeyer to send Jeremy's contact. 928-200-0112. Location is TEP Power plant. 6 month job.

11) YOUTH COUNCIL REPORT

- Lisa Aragon reported on progress – attended Coconino County Youth Council – excited about what we can incorporate in our area. Follow youth through GED or graduation. Recruiting for board. NPC has recommended Ricky Jackson for youth board.
- Susan explained youth modules located in Case Mangers offices. Will start with 1 module per month for follow-up. John suggested apprenticeships should be placed in the mix. Increase Youth program from 6 weeks in summer to additional time. Susan Tegmeyer will check on options. Sylvia Allen asked where guidelines are listed for youth qualification – State WIA website has guideline.

12) BOARD EDUCATION/PLANNING

- July Retreat – July 17th – Full day planning/training session - Mary Ann Lawrence to do training. Discussion on location of retreat, Celebrations or NAVIT, Lisa checking on NAVIT conference room. LWIB will select Quality Assurance board. Susan Tegmeyer to send out calendar invite to Board for July 17th - full day. Board agreed to meet in Snowflake area.
- Don Berry – appreciation to Susan for work on program and board in past three months.

13) ADJOURNMENT 10:35 a.m.